

**230-02 RECORDS MANAGEMENT SERVICES**

**Department:** EXECUTIVE - City Clerk

**Effective Date:** 2/1/02

**Supersedes:** 8/1/85

**Prepared by:** City Clerk

**Approved by:** Jesse Tanner

**1.0 PURPOSE:**

To establish policy and procedures for records management services by the City Clerk Division for the City of Renton.

**2.0 ORGANIZATIONS AFFECTED:**

All departments/divisions/public/outside agencies.

**3.0 REFERENCES:**

RCW 40.10, 40.14, 42.17, WAC 414, 434.

**4.0 POLICY:**

The City Clerk Division maintains the official public records of the City for legislative and administrative matters; including but not limited to meeting minutes, ordinances, resolutions, deeds, easements, contracts, covenants, leases, agreements, land use files, annexations, and budgets. All original documents are filed with the division for indexing, execution, and distribution. The City Clerk Division staff supervises electronic and hard copy file management, imaging, microfilm, retention schedules, storage and destruction of records in accordance with legal requirements.

**5.0 DEFINITIONS:**

5.1 Records: Papers (reports, correspondence, legal documents, etc.), photographs, magnetic tape, electronic mail, microfilm, sound recordings, video recordings, maps, drawings, or other documents, regardless of physical form or characteristics, and including all copies thereof, either organized or received by an institution or agency.

5.2 Active Records: Records that are referenced more than once per month per file drawer are considered active. Active records should be maintained in the office.

5.3 Inactive Records: Records with a reference rate of less than one search per file drawer per year. Such records may be transferred to an inactive records storage center.

5.4 Archives: The records which have passed their retention requirement and are transferred to archival custody and preserved because of their continuing historical research value; the agency responsible for selecting, preserving, and providing public access to archival records; the building in which archival records are preserved and referenced.

5.5 Disposition: Any manner or method of changing the custody, location, or physical state of records. Includes transfer, microfilming, duplication and destruction.

5.6 Historical Value: The usefulness of a specific records series for historical research. Typically, 1% to 5% of an agency's total records have historical value.

5.7 Inventory: A descriptive listing of records series held by an office or file station, including such data

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as title, inclusive dates, quantity, arrangement, relationships to other series, and description of significant subject content; a survey of records conducted prior to disposition or the development of a records retention schedule.

- 5.8 Material with no Retention Value: Material that does not need to be filed or that may be destroyed after a short retention. This includes drafts, worksheets, routine replies, telephone messages, blank forms, publications, and extra copies of documents created for convenience or public distribution.
- 5.9 Permanent Records: Records having sufficient value for administrative, legal, historical, technical research, or general reference purposes to be retained forever.
- 5.10 Records Center: A location or facility for the organized and controlled storage, maintenance, retrieval, and disposition of inactive or non-current records.
- 5.11 Records Management: The management function concerned with the efficient, systematic control of records from their creation to their ultimate disposition.
- 5.12 Records Retention Schedule: A schedule which lists and assigns minimum retention periods to individual records series, which is approved for all local government agencies or particular types of agencies by the State Local Records Committee.
- 5.13 Records Series: A group of records that performs a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of records that are filed together to document a specific function.
- 5.14 Retention Period: The period of time a record has value and must be retained to satisfy legal, historical, or research requirements.
- 5.15 Transmittal: Documentation authorizing the disposal, transfers to inactive storage, or transfer to archival storage of public records.
- 5.16 Vital Records: Records essential for: protection of the legal rights of clients, property owners, students and other citizens; the resumption and/or continuation of agency operations; the recreation of the legal and financial status of the agency; or the fulfillment of obligations to local, state and federal governments and outside interests. Typically, only 5% of an agency's total records are considered vital.

## **6.0 PROCEDURES:**

- 6.1 Staff Requests for Records on File in City Clerk Division: City personnel may request records on file in the City Clerk Division by telephoning in advance. With a few exceptions, records will be available immediately and may be reviewed on site or checked out by completing a checkout slip and logging the record in the record log on the front counter. Upon return of the record, staff shall initial the record log. All records shall be returned within 30 days.
  - 6.2 Public Requests for Records on File in City Clerk Division: Any member of the public may request records in person, by telephone, or in writing. Specific records will be made available immediately, or the requestor will be instructed on the use of the electronic records index to locate the requested record. Depending upon the volume, copies shall be made while the requestor waits, or, within five days, the requestor will be provided the
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record or will be provided with an estimate of time by which copies will be available. A request for records form will be required to be completed. (See Policy and Procedure No. 100-05 for detailed information regarding City-wide public disclosure requests.)

- 6.3 Staff Requests for Archived Records (Boxed): City personnel may request boxed, archived records by telephoning the City Clerk staff in advance, and providing the file name, file number, box number, and location code (if known). Records will be retrieved within 24 hours in most cases. Exception: records on file at the City Shops will be retrieved on Friday of each week. Records must be returned directly to City Clerk Division. A checkout log is maintained for tracking purposes.
  - 6.4. Records Retention and Destruction: The following procedure shall be followed for storage of older records which are referenced no frequently than once per year and are ready to be transported to archival storage.
    - 6.4.1 Files must be stored in boxes obtained from the City Clerk Division.
    - 6.4.2. Each box must be labeled and listed on a transmittal sheet. More than one box can be listed on one transmittal sheet. Labels and transmittal sheets are available in the City Clerk Division. Transmittal sheets must be submitted in advance to the City Clerk Division for assignment of box number and location.
    - 6.4.3. Records packed in each box must be either in the same records series or have the same retention period if in a different series. It is not necessary for the box to be full, but it is important not to overfill the box.
    - 6.4.4. Boxes must remain in originating department until removed by Clerk staff on Fridays and transferred to off-site storage.
    - 6.4.5. Copies of transmittal sheets with assigned location codes will be returned to staff following storage of records.
    - 6.4.6. A form identifying boxes eligible for destruction will be transmitted annually to department supervisors for review and approval. Boxes and/or files to be reviewed will be available for inspection as requested. Signature by a supervisor/manager is required prior to destruction of records.
  - 6.5. Audio Tape Recordings: Audio tape recordings or notes used in compiling official minutes of the City Council or City board or commission shall be maintained for six years in order to satisfy legal retention requirements. Copies of tape recordings will be provided within a 14-day period from the date of the request. A per tape fee will be assessed in accordance with the fee schedule in RMC Title V.
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